

UNITED STATES DEPARTMENT OF AGRICULTURE

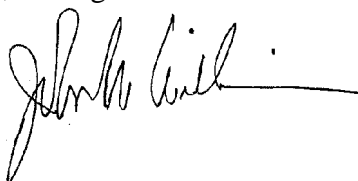
Farm Service Agency
Washington, DC 20250

Notice AO-1249

For: State and County Offices

2001 County Office Work Measurement and Workload Training

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The County Office Work Measurement and Funding Allocation System (COWM/COFA) is used by FSA as a basis for:

- developing and justifying budget requests presented to OMB and Congress
- issuing County Office administrative fund allocations equitably
- determining staffing needs for local program delivery
- preparing management and performance analysis.

To maintain the integrity of this vital system, State and County Offices need to have a thorough understanding of how to:

- accurately report work measurement and workload data
- use the system's output reports for effective management purposes.

Training has been approved for the 44 County Offices selected to begin reporting work measurement in FY 2002. The training will be held at 3 sites from August 27 through September 21, 2001. Because of the many comments and suggestions, attendance to these training sessions has been expanded to include, at their option, the following:

- SED and/or Farm Loan Chief
- employees from offices who were selected to begin reporting work measurement in FY 2001.

Continued on the next page

Disposal Date

December 1, 2001

Distribution

State Offices; State Offices relay to County Offices

1 Overview (Continued)

B

Purpose

This notice provides:

- the scheduled dates and locations of training
 - hotel accommodations
 - authorization for attendance.
-

C

Training Attendance

State Offices shall send the following participants:

- the State Office employee responsible for work measurement and workload in FY 2002
- not more than 4 County Office employees from each County Office selected to begin reporting work measurement in FY 2002, to include the following.

IF a...	THEN include the following...
Type 1 office has been selected	<ul style="list-style-type: none"> • one CED • 1 Farm Loan Manager or Farm Loan Officer • 1 farm program technician • 1 farm loan program technician
Type 2 or Type 3 office has been selected	<ul style="list-style-type: none"> • one CED and 1 farm program technician from the work measurement office • 1 Farm Loan Manager or Farm Loan Officer and 1 farm loan program technician from another work measurement office that is Type 1.

Note: For State Offices with no Type 1 work measurement office, it is a State Office decision whether a Farm Loan Manager or Farm Loan Officer and a farm loan program technician attend the training to expand knowledge of FSA work measurement and workload processes to FLP employees.

State Offices are also authorized to send optional attendees, not to exceed the following:

- not more than 2 County Office employees from each County Office that was selected to begin reporting work measurement in FY 2001
-

Continued on the next page

Notice AO-1249

1 Overview (Continued)

C

Training Attendance (Continued)

- SED and/or Farm Loan Program Chief or Specialist
- Note:** There will be a break-out session of approximately 1 hour on the second day for SED's and State Farm Loan Program representatives for questions and answers.
- members of the National County Office Work Measurement Committee and members of the Work Measurement/Workload Web-Based Task Force.
-

2 Baltimore Training Session

A

Session Dates

The session held in Baltimore, Maryland, will begin with registration at 8 a.m. on August 28, 2001, and continue through 2 p.m. on August 30, 2001.

B

Session Attendees

Alabama, Connecticut, Delaware, Florida, Georgia, Ohio, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Tennessee, Vermont, Virginia, West Virginia, and National Office employees are authorized to attend the Baltimore training session.

C

Hotel Information

The Baltimore session will be held at the Baltimore Marriott Inner Harbor, 110 South Eutaw Street, Baltimore, Maryland. Reservations must be made directly with the hotel by calling 410-962-0202 by COB August 8, 2001, or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$110 plus tax rate for a single when reserving rooms, participants must specify that they will be attending the USDA, National Work Measurement Training.

Reservations may be guaranteed by using the NationsBank Government credit card or by some other means.

Continued on the next page

Notice AO-1249

2 Baltimore Training Session (Continued)

D

Travel Authorization

Travel expenses for the Baltimore session shall not exceed the \$152 per diem rates (\$110 lodging, \$42 M&IE) for authorized attendees.

Travel for non-Federal participants, **excluding spouses and guests**, shall be paid with County Office nonpayroll funds. Travel for Federal participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

E

Arrival and Departure Times

Registration for the Baltimore session will begin at 8 a.m. on Tuesday, August 28, 2001. The training will end at 2 p.m. on Thursday, August 30, 2001. Participants may arrive Monday evening and should not schedule departing flights before 4 p.m. on Thursday.

F

Airport Transportation

Participants may use the BWI Super Shuttle service to and from the hotel. The shuttle runs every 30 minutes and the cost of the shuttle service is approximately \$11 per person 1 way or \$17 per person round trip.

3 Milwaukee Training Session

A

Session Dates

The session held in Milwaukee, Wisconsin, will begin with registration at 8 a.m. on September 11, 2001, and continue through 2 p.m. on September 13, 2001.

B

Session Attendees

Arkansas, Illinois, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Nebraska, Wisconsin, and National Office employees are authorized to attend the Milwaukee training session.

C

Hotel Information

The Milwaukee session will be held at the Hilton Milwaukee City Center, 509 West Wisconsin Avenue, Milwaukee, Wisconsin. Reservations must be made directly with the hotel by calling 414-271-7250 by COB August 11, 2001, or participants will be subject to regular room rates.

Continued on the next page

3 Milwaukee Training Session (Continued)

C

Hotel Information (Continued)

To ensure that participants will be afforded the special \$72 rate for a single when reserving rooms, participants must specify that they will be attending the USDA, National Work Measurement Training.

Reservations may be guaranteed by using the NationsBank Government credit card or by some other means.

D

Travel Authorization

Travel expenses for the Milwaukee session shall not exceed the \$114 per diem rates (\$72 lodging, \$42 M&IE) for authorized attendees.

Travel for non-Federal participants, **excluding spouses and guests**, shall be paid with County Office nonpayroll funds. Travel for Federal participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

E

Arrival and Departure Times

Registration for the Milwaukee session will begin at 8 a.m. on Tuesday, September 11, 2001. The training will end at 2 p.m. on Thursday, September 13, 2001. Participants may arrive Monday evening and should not schedule departing flights before 4 p.m. on Thursday.

F

Airport Transportation

Participants may use the Airport Connection Shuttle service to and from the hotel. The cost of the shuttle service is approximately \$9.50 per person 1 way or \$19 round trip. Taxi fares cost between \$22 to \$26 per person 1 way.

4 Salt Lake City Training Session

A

Session Dates

The session held in Salt Lake City, Utah, will begin with registration at 8 a.m. on September 18, 2001, and continue through 2 p.m. on September 20, 2001.

Continued on the next page

4 Salt Lake City Training Session (Continued)

B

Session Attendees

Arizona, California, Colorado, Idaho, Kansas, Missouri, Montana, North Dakota, Nevada, New Mexico, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, and National Office employees are authorized to attend the Salt Lake City training session.

C

Hotel Information

The Salt Lake City session will be held at the Wyndham Salt Lake City, 216 W. South Temple, Salt Lake City, Utah. Reservations must be made directly with the hotel by calling 801-531-7500 by COB August 17, 2001, or participants will be subject to regular room rates.

To ensure that participants will be afforded the special \$75 rate for a single when reserving rooms, participants must specify that they will be attending the USDA, National Work Measurement Training.

Reservations may be guaranteed by using the NationsBank Government credit card or by some other means.

D

Travel Authorization

Travel expenses for the Salt Lake City session shall not exceed the \$117 per diem rates (\$75 lodging, \$42 M&IE) for authorized attendees.

Travel for non-Federal participants, **excluding spouses and guests**, shall be paid with County Office nonpayroll funds. Travel for Federal participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

E

Arrival and Departure Times

Registration for the Salt Lake City session will begin at 8 a.m. on Tuesday, September 18, 2001. The training will end at 2 p.m. on Thursday, September 20, 2001. Participants may arrive Monday evening and should not schedule departing flights before 4 p.m. on Thursday.

F

Airport Transportation

Participants may use the DJ's Transportation Company to and from the hotel. The cost of the shuttle service is approximately \$7 per person 1 way or \$13 round trip.

Notice AO-1249

5 Action

A State Office Action

State Offices shall:

- FAX a list of Baltimore participants by COB, August 8, 2001, and Milwaukee and Salt Lake City participants by COB, August 17, 2001, to BUD at 202-690-0591
 - ensure that all participants complete their travel arrangements
 - inform attendees that additional information is available on the BUD homepage at <http://www.fsa.usda.gov/dam/BUD/bud1.htm>.
-

B Document Training

Participants or the State Training Officer shall document this training using the Combined Administrative Management System (CAMS).

Note: Direct questions about CAMS processing to Tom Montgomery or Joe Hoffman at 202-418-9041.

C Contact

If additional information is needed about the training sessions, contact Heidi Ware at 202-720-4483.

D Accommodations

Persons with disabilities who require accommodations to attend or participate in these training sessions should contact the hotel directly.
